

**TEXAS FUNERAL SERVICE COMMISSION**

**333 Guadalupe, Suite 2-110**

**Austin, TX 78701**

**(512) 936-2474 FAX (512) 479-5064**

**JOB VACANCY NOTICE**

**LICENSE AND PERMIT SPECIALIST I**

**LISTING NO:** 01-2016

**OPENING DATE:** November 18, 2015

**JOB TITLE:** License and Permit Specialist I

**CLOSING DATE:** Until Filled

**STATE CLASSIFICATION NO.** 0170

**SALARY GROUP** B12

**SALARY RANGE:** \$2,378.00-\$2,833.34/month

**LOCATION:** Austin

**NUMBER OPENINGS:** 1

**DURATION:** Regular Full-time

Performs moderately complex (journey-level) licensing work. Work involves receiving and reviewing license applications; ensuring compliance with applicable policies, codes, and statutes; communicating with external and internal customers. Works under general supervision with limited latitude for the use of initiative and independent judgment.

Military Occupational Specialty Codes

Army – No Military Equivalent

Navy – YN, SN

Coast Guard – YN, 360

Marine Corps – 0100, 0111, 0102, 0170

Air Force – 3A1X1, 3M0X1

Additional information on the SAO Military Crosswalk is available here:

[http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC\\_AdministrativeSupport.pdf](http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_AdministrativeSupport.pdf)

**ESSENTIAL JOB FUNCTIONS**

- Receives and reviews license applications and amendments.
- Accurately inputs information into license database.
- Maintains records associated with license applications, fee payments, and necessary forms to approve or deny applications.
- Provides customer service to the general public; and supplies information regarding license processing, policies, and procedures.
- Assists in approving applications for licenses based on codes, and agency policies and procedures.
- Assists in preparing correspondence, memos, and reports related to license activities and compliance.
- Ensures compliance for license applications, and other state and federal requirements.
- Performs related work as assigned.

**GENERAL**

All information obtained regarding the status of regulated funeral service providers is subject to strict confidentiality. Employees are restricted from having certain connections with licensed funeral providers, may not hold a substantial ownership interest in any licensee, and may not be related to any officer, employee, or consultant of any death care trade association. Employees must conduct themselves in a manner to avoid conflicts of interest with the agency's regulated industries. Must have reliable transportation.

Males born on or after January 1, 1960, between 18 and 25 years of age, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent on the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U. S. Department of Labor will result in the offer being rescinded.

**Supervisory Experience Required:** No

**Pay:** Between \$2,378.00 and \$2,833.34 / month

**Shift:** Days **Duration:** Regular

**Workweek:** Full Time

**Veterans Only:** No

**Federal Contractor:** No

**Eagle Ford Shale Job:** No

**TO APPLY: State Application Form must be completed.** Resumes may be attached to the application form. State Application Form and Job Description may be downloaded from the TFSC website [www.tfsc.texas.gov](http://www.tfsc.texas.gov) (TFSC News & Things to Know).

Applications may be mailed or faxed.

If selected, you will be called for an interview. Do not call to discuss the position or to schedule an interview.

TFSC does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status. TFSC is an at-will employer.